



હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી

Accredited by NAAC with "A" Grade (CGPA 3.02)

પો.બો.નં.-૨૧, યુનિવર્સિટી રોડ, પાટણ (ઉ.ગુ.) ૩૮૪૨૬૫

ફોન : (૦૨૭૬૬) ૨૨૨૭૪૫, ૨૩૦૫૨૯, ૨૩૦૭૪૩, ૨૩૩૬૪૮ ફેક્સ : (૦૨૭૬૬) ૨૩૧૯૧૭

Email : regi@ngu.ac.in

Website : www.ngu.ac.in

વિષય : ઓર્ડિનાન્સ-૧૪૭ માં સુધારો કરવા અંગે.

પરિપત્ર ક્રમાંક : ૧૫૯/૨૦૧૭

આ યુનિવર્સિટીની કારોબારી સમિતિએ તેની તા.૦૯/૦૮/૨૦૧૭ ની સભાના ઠરાવ નં.૫૫ થી આ યુનિવર્સિટીના બિન શૈક્ષણિક સંવર્ગની વહીવટી જગ્યાઓ ભરવા અંગેની જોગવાઈ અન્વયે ઓર્ડિનાન્સ-૧૪૭ માં નીચે મુજબનો સુધારો મંજૂર કરેલ છે. જેનો યુનિવર્સિટીની નીચેની વહીવટી સંવર્ગની જગ્યાઓની ભરતી કરવા માટે સદર ઓર્ડિનાન્સ અનુસાર મહેકમ શાખા તરફથી જરૂરી ઘટતી કાર્યવાહી તેમજ અમલ કરવા તથા યુનિવર્સિટી હેન્ડબુક ભાગ-૨ / પેમ્ફ્લેટ-૧ માં જરૂરી સુધારો કરી લેવા આથી પરિપત્રિત કરવામાં આવે છે.

૦.૧૪૭ (ઓર્ડિનાન્સ - ૧૪૭)

RECRUITMENT, APPOINTMENT AND OTHER SERVICE CONDITIONS INCLUDING CONDUCT AND DISCIPLINE RULES AND LEAVE RULES OF THE NON-TEACHING STAFF OF THE UNIVERSITY

૦.૧૪૭

૧. Short title, commencement and application:

This Ordinance may be called "The University non-teaching Staff Conditions of Service (Conduct and Discipline) Rules Ordinance 1986. It will apply to all University employees who are the members of non-teaching staff of the University unless otherwise provided.

૨. (A) The pay scale, qualifications and procedure for recruitment for the various posts to be filled in the University shall be such as may be prescribed by the Executive Council from time to time. Recruitment to all categories of university employees shall be made strictly on merits and selection by duly constituted selection committees, **wherever applicable.**

The following qualifications are prescribed for the direct appointment for the Non-teaching staff in the University

Sr. No.	Name of the Post and Scale	Qualifications
1	P.A. to Registrar 9300-34800 Grade Pay 4200 (Fixed Pay for first five year)	<ul style="list-style-type: none">A Bachelor's degree knowing English / Gujarati Stenography with G.C.C.E.'s certificates of StenographyStenography speed of 120 w.p.m.Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati.2 years experience as a stenographer Gr-II
2	Coach (Athletics) * 6500-10500	<ul style="list-style-type: none">A Bachelor's degree in Physical Education. OR A Diploma in Physical Education and Diploma from National Institute of Sport, obtained after passing a regular course examination.
3	Office Superintendent * 6500-10500	<ul style="list-style-type: none">A Bachelor's degree in Second Class with Seven Years experience of work in a university OR A government or in a semi-Government office.

Sr. No.	Name of the Post and Scale	Qualifications
4	(A) Technical Assistant (Library) * 5500-9000	<ul style="list-style-type: none"> A Bachelor's degree and Diploma in Library Science from in a statutory University. Experience of library work essential.
	(B) Technical Assistant (Computer) * 5500-9000	<ul style="list-style-type: none"> PGDCA after graduation with 50% marks from the recognized university and one year working experience in any reputed organization OR B.C.A. / B.Sc. (Computer Science / Information Technology) with 50% marks and one year experience OR BE (computer Science/Computer Engineering/ Information Technology) with 50 % marks OR Master Degree in (Computer Application / Computer Science/Information Technology)
5	Accountant 9300-34800 Grade pay 4400 (Fixed pay for first five year)	<ul style="list-style-type: none"> M.Com. or B.Com. with 50% marks with 5 years experience of office work on accounts side in a supervisory capacity in University or Government or corporation established by the Government. Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or government or corporation will be desirable.
6	Deputy Accountant 9300-34800 Grade pay 4200 (Fixed pay for first five year)	<ul style="list-style-type: none"> M.Com. or B.Com with 50 % of marks with 3 year's experience of office in a University or in a Government or in a corporation established by the Government. Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or government or corporation will be desirable.
7	Junior Stenographer Gr-II * 5000-8000	<ul style="list-style-type: none"> Graduates knowing shorthand & Typing speed of 80 & 35 w.p.m. respectively in Gujarati. Knowing English Stenography preferred. 2 years experience as Stenographer.
8	Head Clerk * 5000-8000	<ul style="list-style-type: none"> A Bachelor's degree with 5 year experience of office work in the university or in a Government or in a Corporation established by the Government.
9	Additional Assistant Engineer * 4500-7000	<ul style="list-style-type: none"> B.E. (Civil) with three years experience or Diploma in a Civil Engineering with 5 years experience of supervision of handling construction work carried out under a Government or a semi-Govt. agency or a recognized contractor under an architect of repute. Provided that the requirement of experience may be relaxed in case of a first class degree holder.
10	Senior Clerk * 4000-60000	<ul style="list-style-type: none"> A Bachelor's degree with minimum 3 years experience of office work in university or its affiliated colleges or in a government or in a corporation established by the government.
11	Cashier * 4000-6000	<ul style="list-style-type: none"> B.Com with 5 years experience of case handling in a university or in a government or in a corporation established by the government.

Sr. No.	Name of the Post and Scale	Qualifications
12	Junior Clerk 5200-20200 Grade pay 1900 (Fixed Pay for First Five Year)	<ul style="list-style-type: none"> • A Bachelor's degree in any discipline. • Knowledge of Data entry on computer in English and Gujarati.
13	Clerk-Cum Typist 3050-4590 *	<ul style="list-style-type: none"> • A Bachelor's degree with G.C.C. certificate of typing speed of 40 w.p.m. in English and 25 w.p.m. in Gujarati Experience of work of data entry Computer preferred.
14	Typist 5200-20200 Grade Pay 1900 (Fixed Pay for first five year)	<ul style="list-style-type: none"> • A Bachelor's degree in any discipline. • Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati • Knowledge of Data entry on computer in English and Gujarati.
15	Telephone Operator 3050-4590 *	<ul style="list-style-type: none"> • Graduate having undergone thirteen weeks training conducted by Telephone Department OR having two years experience of PABX.
16	Driver * 3050-4590	<ul style="list-style-type: none"> • 5th standard pass. Light driving license, 5 years experience of four wheel vehicle. Primary knowledge of repairing, clear vision without glasses. Holders of heavy driving license preferred.
17	Machineman* 2650-4000	<ul style="list-style-type: none"> • Studied up to Xth.
18	Naik * 2610-3540	<ul style="list-style-type: none"> • 8th Standard pass.
19	Peon 4440-7440 Grade pay 1300 (Out Sourced)	<ul style="list-style-type: none"> • 10th Standard pass. Must know cycling. Experience desirable.
20	Watchmen * 2550-3200	<ul style="list-style-type: none"> • 7th Standard pass and having at least 5 years experience in similar capacity. Ex-Serviceman preferred.
21	Electric Wireman *4000-6000	<ul style="list-style-type: none"> • 10th Standard pass with ITI wireman exam passed or Technical Board Exam passed or Second Class Wireman Exam passed.
22	Plumber * 3050-4590	<ul style="list-style-type: none"> • 7th Standard pass with 5 years experience as a plumber.
23	Pump Attendant * 2650-4000	<ul style="list-style-type: none"> • 7th Standard pass with 2 years experience in the field of centrifugal pump and its repair & maintenance.
24	Sweeper *	<ul style="list-style-type: none"> • Seven Standard Pass.

(NOTE: * Pay Scale to be revised as per the Six Pay/ Seventh Pay commission applicable from time to time.)

The procedure for recruitment for the above mentioned posts to be filled in the university shall be such as may be prescribed by the Executive Council from time to time.

2 (B) NO CHANGE..... SAME

2 (C) NO CHANGE..... SAME

2 (D) NO CHANGE..... SAME

2 (E) NO CHANGE..... SAME

2 (F) NO CHANGE..... SAME

2 (G) NO CHANGE..... SAME

2 (H) SELECTION PROCEDURE FOR JUNIOR CLERKS, TYPISTS, PA TO REGISTRAR:

(a) University will arrange for Qualifying Written Test of 100 MCQ type questions of 100 marks (each question of 1 marks with negative marking of 0.25 mark for wrong answer) consisting of General Knowledge (20%), English Language Proficiency (30%), Mathematics and reasoning(30%) and Computer fundamentals (20%) .

- (b) Based on the performance in the above mentioned Qualifying Written Test, number of candidates to be considered for **COMPUTER / STENOGRAPHY/ TYPING test, (whichever is applicable)**, shall be minimum 3 times of the number of posts to be filled in or as decided by the Vice-chancellor considering the cut-off marks. This test will be 100 marks.
- (c) Final selection list shall be prepared based on shortlisted candidate's as 2(b) above. The final list shall be prepared based the combined score of Qualifying Written Test (weightage 60 %) and the score of computer test / speed test (weightage 40 %)

2 (I) SELECTION PROCEDURE FOR ACCOUNTANT AND DEPUTY ACCOUNTANT:

- (a) **University will arrange for Practical Test for COMPUTER / ACCOUNTING SOFTWARE test.** This will be 100 marks (50 MCQ type questions of 2 marks each with negative marking of 0.50 mark for wrong answer)
- (b) **Based on the scores of the above test, reasonable number of candidates (considering the number of posts,) will be called for interview as decided by the Vice-chancellor considering the number of posts and the cut-off marks and the final selection list shall be prepared** on the basis of combined score of Computer/Accounting Software test (60 % weightage) and the score of Personal Interview performance (40 % weightage)

2 (J) AGE LIMIT FOR JUNIOR CLERKS and TYPISTS:

Maximum age limit shall be 28 years on the date of advertisement. The age relaxation of 05 (five) years shall be given to reserved category (SC,ST,OBC), WOMEN and PH category candidates i.e. 33 Years. The age relaxation of additional 05 (five) years shall be given to Women candidates belonging to reserved category (SC,ST,OBC) i.e. 38 years

3. Pay Scales, allowances and other Monetary Benefits:

The pay scales, allowances, pension, insurance, provident fund, gratuity, medical benefits and other monetary benefits of the University employees shall be such as may be laid down by the Executive Council from time to time and approved by the Government of Gujarat.

સહી/—
કા.કુલસચિવ

નં. એકે/ સ.મં. /૧૫૬/૫૬૯૧/૨૦૧૭
તા.૧૯/૦૮/૨૦૧૭

પ્રતિ,
કારોબારી સમિતિના સર્વે સભ્યશ્રીઓ

સવિનય નકલ રવાના :

૧. આ યુનિવર્સિટીના અનુસ્નાતક વિભાગના વડાશ્રીઓ
૨. આ યુનિવર્સિટીની પ્રત્યેક શાખાઓના વડાશ્રીઓ
૩. ગુજરાત રાજ્યની તમામ યુનિવર્સિટીના કુલસચિવશ્રી
૪. કુલપતિશ્રીના અંગત સચિવશ્રી
૫. કુલસચિવશ્રીના અંગત મદદનીશશ્રી
૬. નાયબ કુલસચિવશ્રી, એકેડેમિક શાખા
૭. મુખ્ય હિસાબી અધિકારીશ્રી, હિસાબી શાખા
૮. મહેકમશાખા—૨ નકલ
૯. સીસ્ટમ એનાલીસ્ટશ્રી, કોમ્પ્યુટર સેન્ટર (વેબસાઈટ પર મુકવા સારું.)
૧૦. સંબંધિત ફાઈલ